

## ATTENDANCE

### **Attendance Policy:**

Consistent program attendance allows students a variety of learning and social opportunities that are important for their personal growth and development. This also allows students to receive prescribed, individualized treatment. All students must maintain an **85% attendance rate** to ensure continued placement at Sunshine School. If attendance drops below 85% in one month, the following procedure will take place:

- Families will receive a letter stating the monthly attendance level.
- Families will be contacted for a conference to discuss reasons for absenteeism and other service options.
- Attendance levels below 85% for two months may result in a discontinuation of services and a referral to another agency.
- 3 late arrivals (i.e., after 8:15 a.m.) will be calculated as an absence toward the attendance rate.

### **Arrival & Departure Procedures:**

Arrival: Our education and therapy services begin promptly at 7:45 a.m. A student will be considered tardy if they arrive after 8:15 a.m. Students must be present for the entire school day to fully benefit from our program. Late arrivals also cause disruptions to the student's daily schedule and can be difficult for both them and their classmates.

#### Procedures:

- Arrival to school for car riders is between 7:45-8:15 a.m.
  - Families will walk their students down to the classroom and check the student in on the computer
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#### Late Arrivals:

- Any Student arriving after their classroom's breakfast time must be fed breakfast prior to drop off
- Requests for arrival after 9:00 a.m. must be approved by the ECDS.
- Any arrival after 10:30 will require that lunch be provided for the child as the nutrition department has already prepared the day's meals.
- Late arrival or early departure requests must be approved 24 hours prior to the request.
- Families need to notify the ECDS of the need for late arrival (i.e., after 8:15 a.m.) or early departure on a consistent basis.

## Departure:

### Procedures:

- Pick-up is between 2:45-3:15 p.m. for car riders.
- Families will pick students up in their classroom and sign them out from the computer
- We will not release students to anyone without proper authorization and picture identification.
- We will not release students to individuals less than 18 years of age.
- Sunshine School must have on file the names of all persons who will pick up your student. If this list changes, at any time or for any reason, please inform Sunshine School in writing as soon as possible. See also Parent Change of status section in this handbook.
- Authorized pick up person will sign that the student has checked out of Sunshine services.

### Late Departures:

- School is dismissed by 3:15 p.m.
- Students must have prior approval to be picked up prior to 2:45 p.m.
- Three unexcused school early departures or late arrivals will be considered as a 1-day absence and will be calculated in the attendance rates.
  - Students who have not been picked up by 3:20 p.m. will remain with Sunshine School staff. Families who are late will need to report to the receptionist.
  - *Students may have 1 late pick up per quarter (every 3 months).*
    - *Quarters are: July-September; October-December; January-March; April-June*
- *A reminder letter will go home with the family after the first late pick up with a reminder of the policy, and the next late pick up can result in dismissal from Sunshine school and referral to other providers for any qualifying services* For any student who is not picked up by 4:00 p.m., the local authorities will be called, and custody will be relinquished to appropriate authorities.